



End-of-Course Assessments

To: Corporation Test Coordinators (CTCs)
School Test Coordinators (STCs)

From: Michele Walker, Director of Student Assessment

Date: December 27, 2007

Re: Core 40 Biology I End-of-Course Assessment – Score Reports for (A1) Winter 2007-2008

Student Score Reports are now available for schools that are participating in the Questar A1 Winter 2007-2008 Administration of the Biology I Core 40 End-of-Course Assessments.

Score reports are provided to schools as an indicator of student performance, but it is a local decision whether to incorporate the results of End-of-Course assessments into a student's grade. It is recommended that scores on these assessments should **not** be the sole indicator of a student's mastery of the course. These scores should also **not** be used for more than one-third of a student's grade.

Please note: Class reports for students that have completed both sessions of the Biology I ECA will have score reports available 24 hours after the student completes the last session of a test.

A scaled score of 509 or greater on the Biology I test is passing.

Student Score Reports:

Teacher/Test Examiners have the ability to access class rosters that include student scores during the testing window. Once the school has indicated "Testing Complete", class and school summaries will be available for STCs and teachers. Once all schools have completed testing, corporation summary data will be available for CTCs.

Teacher/Test Examiners should obtain their usernames and passwords from their STCs or contact Questar Core 40 ECA Support at 1-877-IC40-ECA so that they may access their class reports. STCs can access Teacher/Test Examiner login information by logging on to the administrative website, clicking on the **Administrator** menu and selecting the Teacher/Test Examiner they wish to view.

To view the score reports:

1. Open your Internet browser and enter the following URL:
<http://INcore40eca.questarai.com/admin>.
2. Enter your username and password.
3. Click once on the **Reports** menu at the top of the page.
4. Mouse down to the **A1 Winter 2008** menu option.
5. Select the report you wish to view – Online Biology I

Once the report is displayed you may click the **Print Report** button to open a PDF. You will then have the option to print and/or save the report.

Corporation and School Reports:

Corporation and school level score reports will be available at the Corporation level once all schools in the corporation have indicated "Testing Complete." Any schools that are not testing must have "School NOT Testing" selected on the CTC registration page to avoid delaying the release of reporting information at the Corporation level.

Once testing is finished at a school, the STC will need to log on to the administrative website and indicate "Testing Complete" to release score reports. Until "Testing Complete" has been indicated, Corporation and School Reports may have a "Pending" status displayed instead of scores.

Instructions on how to indicate testing complete are below.

1. Login as the School Test Coordinator.
2. Click once on the **Test Zone** menu at the top of the screen.
3. A dropdown menu will be displayed showing the available Test Administrations.
4. Move your mouse down the menu and click once on the test administration: *A1 Winter 2008*.
5. Click once on **Submit** to make your selection. The Test Zone page will be displayed.
6. Click once on **Testing Complete** on the Test Zone menu.
7. Click once in the **Date Completed** field and type the date testing was completed.

Note: Before the STC can indicate "Testing Complete", all students must be cleared from the Exception Report. The Exception Report can be found in the Test Zone menu.

Additional Information**Core 40 End-of-Course Assessment Related Questions and General Information:**

IDOE's ECA Help Desk

Phone (317) 232-9050

Email: ECA@doe.state.in.us

Questar ECA Online Technology or Paper-and-Pencil Testing Related Questions:

Phone: 1-877-IC40-ECA (1-877-424-0322)

Email: Core40support@questarai.com

Core 40 End-of-Course Assessment Web site:

www.doe.state.in.us/core40eca

Note: For future reference, this memorandum will be posted at <http://doe.state.in.us/core40eca/welcome.html>.